

**Specifications by BLR  
Reviewed by ES**

**Jacket 540-113 and 540-114  
Department: Census  
Requisition: 9-00074 and 9-00076**

**BID OPENING: October 31, 2008**

**Bids shall be publicly opened at 11:00 AM prevailing Columbus, OH time on October 31, 2008.** Submit bids to: U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **FACSIMILE BIDS ARE ACCEPTABLE.**

Any questions before or after award concerning these specifications call Becky Rottier at (614) 488-4616, Ext. 26. No collect calls.

### **SPECIFICATIONS**

U.S. Government Printing Office (GPO)  
1335 Dublin Road, Suite 112-B  
Columbus, OH 43215-7034

**FACSIMILE BIDS:** Facsimile bids are permitted (see GPO Contract Terms, Pub. 310.2 (Rev. 6-01), Solicitation Provisions, "6. Facsimile Bids"). Submit facsimile bid to FAX: 614-488-4577, or FAX 614-488-9618.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**GPO CONTRACT TERMS/DISPUTE CLAUSE:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8/2002).

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**REGULATIONS GOVERNING PROCUREMENT:** The US Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However,

the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all invoices to: Comptroller--FMCE, Office of Financial Management, US Government Printing Office, Washington, DC 20401.

**TITLE:** Jacket 540-113: 2010 Census Employment Opportunities  
Jacket 540-114: 2010 Census What Happens Next

**FORM NO:** Jacket 540-113: D-1134  
Jacket 540-114: D-1191

**PRODUCT:** These specifications cover the production of two face and back trifold.

**QUANTITY:** Jacket 540-113: 3,063,500  
Jacket 540-114: 3,063,500

**TRIM SIZE:** 11 x 8-1/2" both jackets

**NUMBER OF PAGES:** Face and back.

**GOVERNMENT TO FURNISH:** Each Jacket: Cd containing Acrobat 8 pdf file and native Adobe InDesign CS3, Illustrator CS3, and Photoshop CS3; bleeds provided, fonts included, cmyk color system. One undersized color laser visual.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

**PREFLIGHT:** The contractor shall preflight the furnished disk prior to image processing (i.e. verify completeness and presence of all components required to process image in accordance with the visuals provided such as fonts, graphic files, bleeds, trim size, etc.). It is further recommended that the contractor produce laser output or other acceptable digital proofing of files prior to imaging films/plates. Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Contracting Officer prior to further performance.

Upon completion of the order, the contractor must return the final film negatives or final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint must not appear on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008. All paper used must be of a uniform shade.

Both jackets: JCP Code L10, Litho (Gloss) Coated Cover, White, Basis Size 20 X 26", 80 lbs. per 500 sheets.

**PROOFS:** Both Jackets - Submit 2 sets of one-piece color proofs of complete product, trimmed to the required specified finished trim size.

Color proofs must have illustrations and text matter composited. Low resolution proofs (less than 2400 dpi) that are not representative of final image quality (i.e. dye sub, inkjet, color laser, etc.), as well as film overlay type proofs are not acceptable. Proofs are to be contract quality and be representative of image quality and color that will be matched by the printed press sheets. Any digital proof used as a contract proof must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed press sheets.

If proofs are not in f&b layout, also submit 2 sets of construction/layout proofs of complete product. These proofs shall consist of a complete product with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the required finished size. In lieu of a film based proof (i.e. Dylux, bluelines, etc.), a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product. Digital layout proofs must also be imaged on two sides and shall accurately predict front-to-back registration and all aspects of page layout/image assembly.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

Proofs along with gfm & GPO proof procedures letter, are to be delivered by traceable means to the following address:

U.S. Census Bureau, Remote Delivery Facility (RDF), 4600 Silver Hill Road,  
Suitland, MD 20746, ATTN Donald J. Meyd (Cubicle 3J424B), 301-763-4447

Proof package must be marked PROOFS, URGENT - DO NOT DELAY, and include the form title, GPO Jacket number and dept. requisition number.

Proofs must arrive not later than NOVEMBER 7, 2008. Proofs will be withheld 2 WORKDAYS from date of receipt to date proofs will be available for pick up by the contractor (see NOTE

below). THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.

**NOTE:** It is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be furnished to the specified address with the delivered proofs for this purpose.

**PRINTING/MARGINS/FOLDING:** Each jacket - Brochure prints face and back, head to head in 4-color process with heavy coverage and bleeds off all edges.

Fold each brochure to 3-2/3 x 8-1/2" with face side title and center panels out. Score folds.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes - Level 3
- (b) Finishing Attributes - Level 3

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests--General Inspection Level I.
- (b) Destructive Tests ----- Special Inspection Level S-2.

Specified Standards--The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-10. Process Color Match	Approved Proofs

**PACKING:** Shrink film wrap in units of 50. Pack suitable per shipping container. Pallets are required and must be in accordance with the following specifications.

**PALLETS/PALLETIZING:** Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42 (stringer measurement shall be the 48 dimension). Full two-sided entry on the 42 width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48.

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted

**LABELING AND MARKING:** Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:** Both Jackets - Deliver f.o.b. destination by traceable means to:

U.S Census Bureau, National Processing Center, 1201 East 10th Street, Bldg 60-F,  
Jeffersonville, IN 47132, Contact Receiving Office 812-218-2018

Vendor Notification of Shipping

Contractor must provide 24-hour advance notice for all deliveries to the National Processing Center located at 1201 E 10th Street, Building 60-F, Jeffersonville, IN 47132. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to npc.census.kit.forms@census.gov. The subject line of each e-mail message must contain the words: Shipping Activity Report for GPO Jacket Number 540-113/114. The message text must include (1) the Title, (2) the required delivery date, and (3) the number of copies guaranteed for on-time delivery. For Print Orders requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For Print Orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** Divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Department. A copy of the PURCHASE ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**SCHEDULE:** Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2. Furnished material will be available for pickup at the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, Suite 112-B, 1335 Dublin Road, Columbus, OH 43215 by **November 3, 2008**

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For each jacket: Deliver **765,875** brochures to arrive on or before **11-19-2008**.

For each jacket: Deliver **765,875** brochures to arrive on or before **11-26-2008**.

For each jacket: Deliver **balance** to arrive on or before **12-10-2008**.

**RECEIPT FOR DELIVERY:** The contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered, number of cartons, and quantity per carton; date delivery made, and signature of the Government agent

accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

**RETURN OF FURNISHED MATERIALS:** Return all Government Furnished Materials, negatives (if made), plus 2 samples after completion of order to:

U.S. Census Bureau, Remote Delivery Facility (RDF), 4600 Silver Hill Road,  
Suitland, MD 20746, ATTN Donald J. Meyd, (Cubicle 3J424B), 301-763-4447.

All expenses incidental to returning materials, submitting proofs and furnishing samples must be borne by the contractor.